

# **IMPORTANT PLEASE READ**

## **COMPLETELY**

Your current lease ends on July 31, 2022 and you must vacate your apartment by that date unless you have made other arrangements. The moving out and cleaning process of your unit will take longer than you expect so we highly suggest you start cleaning and packing soon! Please follow and complete this important checklist before you consider yourself moved out:

### **RENTAL**

- \_\_\_ Your security deposit CANNOT be used as rent. You must NOT have an account balance at time of move out. If you pay your rent online through [www.krgrentals.com](http://www.krgrentals.com) you will need to **unsubscribe and discontinue automatic rent payments**.

### **CLEANING**

- \_\_\_ Defrost and clean both the inside and the outside of the refrigerator. Do not use sharp objects to remove ice. Leave the refrigerator on with the door closed when you have finished.
- \_\_\_ Clean the inside and outside of the range top, oven and broiler pan.
- \_\_\_ Clean bathroom toilet, sink, and especially tub. Use cleanser and bleach on tile in the shower. Use ammonia and non-abrasive cleaners on non-tile shower surrounding areas. Clean out all bath cabinets. Sweep and clean all the tile or wood floors. Do not use excess water on wood floors or abrasives on tile floors. Vacuum carpets and sweep out basement if applicable.
- \_\_\_ Remove all personal belongings and trash; place all trash in bags or containers. **DO NOT STACK TRASH OR BULK ITEMS AROUND DUMPSTERS**. Contact 614- 645-3111 regarding excess trash removal. Check for bulk pick up sites around campus.
- \_\_\_ When moving out, do not park on lawns or on concrete walkways.
- \_\_\_ Remember we must receive your unit back clean.

### **GENERAL INFORMATION**

- \_\_\_ Put in a change of address with the U.S. Postal Service.
- \_\_\_ Make sure to final utilities on July 31st, 2022 but NOT EARLIER.
- \_\_\_ You must personally come to the office and fill out a forwarding address form so that we can return your deposit to you. We will not take addresses over the phone! We cannot return your deposit without this form completed! You will receive your security deposit check within 30 days upon receipt of the forwarding address form. Also, you must have returned all keys, any parking tag(s), and also be current with any utility bills or other bills associated with the apartment.

\_\_\_ **You must return keys and parking tag(s) AND INFORM US THAT YOU HAVE MOVED OUT no later than midnight of July 31st, 2022**. Bring all of these items to our campus office at 2244 Neil Ave. If keys are not returned by that time, you will be charged a holdover fee of \$80 per day and the cost to rekey the locks.

You will forfeit your security deposit if your unit is not left in clean and orderly condition. Remember you must vacate no later than July 31st, 2022 and return your keys to our campus office. **\*\*\*IMPORTANT\*\*\*If you will be vacating ANY earlier than that date, please call us as soon as possible. We may be able to return part of your rent if the people moving into your apartment want to move in early. We may be contacting you regarding an inspection of your unit prior to your moving out.** Please contact us to make sure that we know your planned move out date! If you have any questions please call our office at 291-8000 or [krgcampus@sbcglobal.net](mailto:krgcampus@sbcglobal.net).

Thank You, Kylie, Patrick and Pat,